



City of Borger Cofield Community Center Rental and Reservation Policy

Rental Information

Age Requirement

Reservations must be made in person. Applicants and Fees must be; (1) 21 years of age; (2) primary sponsor of the event; (3) Present during the entire duration of the event. The person who signs the application is responsible to maintain proper conduct of all those attending the function.

The rental fee for the Cofield Community Center is \$25.00 per hour (maximum of \$100.00 per day) for Borger Residents, \$150.00 per day for Hutchinson County Residents and \$200.00 per day for non-residents. Security deposit for Cofield are Borger residents \$125.00, Hutchinson County Residents \$175.00 and Non-Residents \$225.00. One half of rental and all the security deposit are due at the time of reservation. Balance of rental fee and alcohol permit is due two weeks prior to the rental date.

Non-profit groups are not charged an hourly fee, but are required to pay a security deposit. Non-profit rentals are defined as groups with a 501(c) (3) status. Non-profit groups may reserve the community center on a quarterly basis, with not more than one reservation per quarter.

Deposit

A security deposit of \$125.00 for Borger Residents, \$175.00 for Hutchinson County Residents and \$225.00 for Non-Residents is due at the time of reservation. Security deposits and alcohol permits are refunded within seven (7)

to fourteen (14) working days after scheduled reservation and/or when all conditions of the contract are met – no damage to facility or property, cleaning, decorating requirements, rental equipment removal, rental time observed, first walk through time is met, keys are dropped off at the Borger Police Department by 1 A.M. and facility is locked and secured. If facility is not left locked and secured the security deposit will be forfeited and possibly the alcohol permit and additional charges if the facility is vandalized

A walk through of the facility will be done before and after the event, with a City staff employee, before deposits will be submitted to City Hall for refunds. If person responsible for reservation does not show up for the scheduled second walk through this gives City staff employees the right to do the second walk through without the person responsible for reservation being present. All refunds are subject to the final discretion of the City Manager or his/her authorized designee.

Hours

The Cofield Community Center is available between the hours of 10:00 am and 12:00 am seven days a week. For use outside of these hours' special arrangements will need to be made at time of reservation. The Cofield Community Center's keys must be dropped off no later than 1:00 am to the old Borger Police Department, 611 N. Weatherly St. back door, push the button and a dispatcher will come and take the keys.

Cleaning

The renter is responsible for leaving the facility in its original condition. If cleaning by City staff is needed after the reservation, staff time will be deducted from the security deposit and/or alcohol permit at the rate of \$25.00 per hour.

Interpreter	<p>The City of Borger does not have interpreters to explain the Rules and Policies of rental procedures. It is the responsibility of the renter to have a interpreter present at time of rental and at first and second walk through.</p>
Cancellation Policy	<p>A \$25.00 processing fee will be assessed on <u>ALL</u> cancelled reservations. Any reservation cancelled with less than 48 hours' notice prior to the event, the security deposit will be returned minus the \$25.00 processing fee, however, any rental fees paid will be forfeited.</p> <p>Johnson Park Youth Center does not except checks.</p> <p>The check writer will be held liable for insufficient fund charges in accordance with the current City policy. Parties ending early will not receive a refund for hours not used.</p>
Liability	<p>All renters agree to pay for any damage done to the facility, grounds, or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. A signed contract covering this aspect will be required at the time of rental application. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean up by City staff are required the renter will be financially responsible for the cost of the repairs and clean up not covered by the deposit. The City of Borger is not responsible for anyone injured on the premises, personal property left on the site, or rental equipment.</p> <p>Thermostat may be changed during reservation but, must be set back to 70 degrees by renters, if not the security</p>

deposit is at risk.

Alcohol

Possession/Consumption of alcoholic beverages at the Cofield Community Center is permitted by permit only underage drinking is not ALLOWED! (City of Borger Code of Ordinances, Section 4.02.007). Alcohol permits may be obtained from the Johnson Park Youth Center, 1201 Bulldog Blvd., Borger, Texas, 79007. All alcohol consumption stops at 12 A.M. and keys are dropped off at the Borger Police Department by 1 A.M. If a member of your party is found in violation of Section 4.02.007 the following will occur:

- You and your party will be asked to leave the premises immediately.**
- You and each member of your party in violation of Section 4.02.007 (as it pertains to alcohol) may be cited by the Borger Police Department.**
- Your security deposit and alcohol permit will be forfeited.**
- There are no exceptions.**

Smoking

On May 15th, 2007 the City Council Approved Resolution No. R-007-07 prohibiting smoking in all City Facilities.

Fire Provisions

Candles must be securely supported on a substantial non-combustible surface and candle flames must be protected (votive, etc.). “Trick” candles are prohibited. Natural vegetation (live trees, wreaths, etc.) are prohibited unless a certificate of flame retardant submitted to staff prior to bringing items on site. Decorative vegetation (bales of hay) requires a certificate of flame retardant submitted to staff

prior to bringing items on site. Sterno cans are allowed for food warming purposes. Electrical warming units must be UL approved and are generally acceptable for use. Pyrotechnics of any kind (including sparklers) are prohibited. Fog machines are prohibited. Entrances and exits may not be obstructed.

Parties are required to maintain occupancy capacities. Parties may be canceled with no refund if occupancy requirements are exceeded during the rental time.

Decorations	The use of “Tac N Stick” is permitted; the use of tacks, staples, tape, or adhesives of any kind is prohibited. Floral wire and /or ribbon are permitted if no nails or tacks are attached to walls or furnishings. Fresh flowers, plants, and balloons may be used. The renter is responsible to ensure that live plants have a dish under them to prevent damage and/or incidents. While it is not permissible to throw rice or confetti: birdseed and dried flowers may be thrown outside but must be cleaned up.
Setup And Deliveries	The renter or event representative for your party must be available to accept and inspect deliveries. Any theft or loss of rental items left at the Cofield Community Center is the responsibility of the renter. The City of Borger assumes no liability for loss or damage of rental items (tables, chairs, serving equipment, etc.).
Food	Parties can bring their own food and drink on-site or have their event catered.
Entertainment	Subject to the City of Borger Code of Ordinances, Article 8.04, Noise, lyric appropriate music is allowed during your event (harpist, string quartets, disc jockeys, and bands).

Conflicts	The City Manager or his/her authorized designee may cancel any scheduled reservation should the activities planned be in conflict with the stated rules. The City of Borger reserves the right to ask any guest or individual exhibiting unacceptable behavior to leave the building. No illegal activities of any kind will be allowed on the premises.
Clean Up	Renter is responsible for all clean up and related items to be completed during the scheduled reservation time. All decorations, litter and other debris must be disposed of properly. Trash must be bagged and left in a designated area. City staff will inspect the facility after rental is complete. Failure to comply with the rules and regulations will result in the forfeit of the security deposit and or alcohol permit.
Setup and Take Down	Renters are responsible for set up and take down of all items used such as tables and chairs. Tables and chairs must be stacked as requested and placed in original storage area (36 chairs per dolly and 8 tables per cart). Storage areas must have a clear pathway for doors to open and items cannot be stored by or near breaker boxes.
Security	Security deemed necessary by the renter or the City of Borger staff will require use of Borger police personnel. All reservations with alcohol permits, 76 or more guests will require security. The renter will be responsible to make this arrangement and pay all fees at the Johnson Park Youth Center.

Supervision	Children, under age 17, must be supervised. An adult to child ratio of 1:20 is required.
Logo	The name of the City of Borger, City of Borger logo, trademarks or other distinguishing marks may not be used by renters, except when noting the address on invitations, maps, etc.
Fundraising Computer Use	If you are using the Community Center and need access to the web your computer must have wireless components. Instructions for wireless use are available. It is highly recommended that you set up your equipment prior to use to confirm all equipment functions properly. Laptops are not available for use.

Thank You,

Annadon Keys

Johnson Park Youth Center, Supervisor

1201 Bulldog Blvd.

Borger, Texas, 79007

akeys@borgertx.gov or 231-8979 or Johnson Park Youth Center 273-0987